



DEPARTMENT OF THE NAVY

COMMANDER NAVY REGION SOUTHWEST
937 NORTH HARBOR DR.
SAN DIEGO, CA 92132-0058

SEXUAL HARASSMENT POLICY STATEMENT

I am personally committed to providing a work environment free of sexual harassment.

All employees have the responsibility to conduct themselves in an honest and impartial manner. The atmosphere of trust created by the highest professional behavior will assure the best use of the skills available and the most effective way to conduct business. In this regard, sexual harassment violates these standards and will not be tolerated.

Sexual harassment is unacceptable conduct in the workplace. It is a form of misconduct which undermines the integrity of the employment relationship. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) such conduct is made either explicitly or implicitly a term or condition of employment;
- (2) such conduct is used as a basis for career or employment decisions; or
- (3) such conduct has the purpose or effect of substantially interfering with work performance or creating an intimidating, hostile, or offensive work environment.

I make the following commitments:

- (1) Employees who bring complaints of harassment or provide information related to such complaints will be protected against retaliation;
- (2) Commander Navy Region Southwest and its agents will protect the confidentiality of harassment complaints to the extent possible;
- (3) Any complaints of sexual harassment will be handled promptly, thoroughly, and will be processed with an expedited and impartial investigation;
- (4) Commander Navy Region Southwest and its agents will take immediate and appropriate corrective action when it is determined that harassment has occurred.

In the event an employee perceives s/he has been a victim of sexual harassment, it is imperative that they make clear to the offender that such behavior is offensive. Additionally, they should immediately report the incident to the proper supervisor or to the Personnel Management Advisor (PMA) who is located in the servicing Human Resources Site Office.


J.L. BETANCOURT